



## UNITED STATES DEPARTMENT OF EDUCATION

### OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

#### **Office of Indian Education Indian Education Formula Grant Program FY 2014 Electronic Application System for Indian Education (EASIE)**

This memorandum contains important information for all entities applying for FY 2014 Indian Education Formula Grants (Title VII funds). As described below, the Office of Indian Education (OIE) has implemented several changes to the online EASIE application. The two major substantive changes are designed to help grantees use their Title VII funds to better serve Indian students in their schools.

#### **FY 2014 Changes to the EASIE Application**

##### **A. Choosing One-Year or Multi-Year Application**

Starting with FY 2014 applications, applicants can establish project objectives and corresponding activities/services for up to 4 years. Starting with FY 2015, returning applicants (applicants who received an Indian Education formula grant in the previous year), will not have to re-enter information reported in Part II Sections 2 or 3 if they have no changes to their description of coordination of services for AI/AN students, grant project objectives or activities/services. The ability to set four-year objectives will enhance grantees' long-term planning, provide continuity in case of staff turnover, and enhance grantees' ability to collect data on project success. All grantees must continue to submit an EASIE application each year in order to receive continued funding.

Each grantee's project must be based on a comprehensive local assessment and prioritization of the unique educational and culturally related academic needs of the Indian students, as required by Title VII (ESEA 7114(c)(2)). OIE expects that applicants will conduct a much more thorough and comprehensive local assessment prior to setting four-year objectives. In subsequent grant years, this local assessment may be reviewed or updated but need not be comprehensive until it is time for the grantee to set new objectives.

All applicants, that are LEAs, will continue to obtain parent committee input and approval for each year's application. However, as with the local assessment, we expect that the parent committee involvement will be more extensive in years in which the applicant sets new objectives, which may involve substantial modifications to the project.

##### **B. Coordination of Services Chart and Description of Coordinated Services for American Indian/Alaska Native Students**

In Part II, applicants will identify the specific Federal, tribal, state or local programs that are coordinated with the Title VII project, or plan to coordinate during the grant year. The applicant must also include a description of the applicant's coordination of services for meeting the culturally-related academic needs of American Indian/Alaska children, including their language and cultural needs.

For example, if the LEA uses Title I funds to provide academic services to students in poverty, including Indian students in poverty, the applicant will describe those Title I services, and then describe how the Title

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VII funds will be used in a manner supplementary to those services and in a manner that is culturally responsive to the Indian students' needs. If the district uses Title I funds to pay for a remedial reading teacher, for example, the LEA might use Title VII funds to purchase books that feature famous Indian leaders. If the LEA uses Title III funds for specialized software for all English learners (ELs), including Indian students who are ELs, the LEA might use its Title VII funds to employ a paraprofessional who is a tribal member, to assist the Indian students with that software in the classroom. Keep in mind that the Title VII funds must be used to supplement and not to supplant other federal, state; local or tribal funding that is provided for Indian students.

### **C. BIE Indian Student Counts**

Elementary and secondary schools funded or operated by the Bureau of Indian Education (BIE) continue to have the option of documenting their Indian student count by either maintaining ED 506 forms on their Indian students or by using the Indian School Equalization Program (ISEP) average daily membership (ADM) count. In the past during Part I, however, BIE schools that selected ISEP count were able to skip entering an Indian student count. Beginning with FY 2014, BIE schools will be required to enter either their ISEP or ED 506 form count as an Indian student count in Part I of the application process.

### **Other Important Information**

#### **A. FY 2014 Application Period**

All application must meet the pre-established deadlines for both EASIE Part I and Part II in order to receive funding; late applications will not be considered. The official notification of the application open and close dates are published in the Federal Register Notice located at [www.federalregister.gov](http://www.federalregister.gov).

FY 2014 EASIE deadlines for Part I.

<b>Entity Type</b>	<b>Requirement</b>	<b>Open Date</b>	<b>Close/Due Date</b>
All applicants	EASIE Part I	Jan 27, 2014	Feb 28, 2014
Tribe in Lieu of LEA(s)	Upload Evidence of Eligibility	Jan 27, 2014	Feb 28, 2014

FY 2014 EASIE deadlines for Part II.

<b>Entity Type</b>	<b>Requirement</b>	<b>Open Date</b>	<b>Close/Due Date</b>
All applicants	EASIE Part II	Mar 31, 2014	May 30, 2014
LEA Consortium Agreement	Upload Evidence of Eligibility	Mar 31, 2014	May 30, 2014
All LEA (and Consortia) applicants	Upload Parent Committee Approval Form	Mar 31, 2014	May 30, 2014

All supporting documentation must be scanned and uploaded within the EASIE system before certification. OIE recommends submitting (uploading) any required documentation at least 20 days prior to the EASIE Part I or Part II closing dates.

### **B. Certification for Formula Grant EASIE**

In applying for Title VII funds, there are three types of EASIE users: general user, managing user, and certifying user.

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**General user(s)** are able to add and edit data, preview, save and print the application. This role does not permit the user to certify/submit or to create a new version to replace what has already been submitted. This role is usually performed by support staff doing initial entry; it may be project staff or district personnel, or others including a consultant or contractor who engages in data entry only.

The **Managing User** is able to use all applicant functions – add and edit data, preview, save and print information, certify/submit information, and create a new version to replace what has previously been submitted. This person is usually the Title VII project director with comprehensive knowledge of the program and the ability to edit the application as well as certify in the absence of the designated Certifying User. **This person must be a school district employee and cannot be a contractor.**

The **Certifying User** is the person who signs the application and can legally bind the school district applicant. Depending on your school district policies, this is usually the school district Superintendent, or his/her authorized representative. **This person must be a school district employee and cannot be a contractor.** This role does not permit the user to enter or edit data or to create a new version to replace what has already been submitted.

### **C. Indirect Cost Rate Information**

All grantees must have a current restricted indirect cost rate agreement in order to charge indirect costs to this grant, and must provide the agreement upon request. Indian Education Formula grantees use a restricted indirect cost rate in their project budgets because this program has a supplanting prohibition. ED's Indirect Cost Group is available to provide technical assistance to help grantees develop a restricted cost rate proposal. For assistance, send an email to the group mailbox at [indirectcostgroup@ed.gov](mailto:indirectcostgroup@ed.gov).

### **D. Indian Hiring Preference**

The Office of Indian Education would like applicants to keep in mind that under the provisions of the Indian Self-Determination and Education Assistance Act for grants that are primarily for the benefit of students who are members of federally-recognized tribes, a grantee must, to the greatest extent feasible, give to Indians preference and opportunities for training and employment in connection with the administration of the grant.

### **E. Questions**

For questions about the technical aspects of EASIE, contact the Partner Support Center at 877-457-3336. If you have Formula grant program questions, contact the Office of Indian Education program staff from the Department of Education at (202) 260-3774.

Sincerely,

/s/

Joyce A. Silverthorne, Director  
Office of Indian Education